



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 30, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-54

TO: All UPS/ISIS HR Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Miscellaneous Insurance Products Removed from Payroll Deduction
Flexible Benefits Plan Annual Enrollment

The May 2000 revision to the Payroll Deduction Rule now requires vendors to have a participation level of 1000 for each product as of December of each year to maintain approval for payroll deduction. As a result of this and the annual OSUP preliminary review process of all current miscellaneous vendor applications, it has been determined that the following vendors/products will be removed from payroll deduction **effective July 1, 2001**:

Vendor	Deduction Code	Product Name
American Heritage	MSA PA*/NA* 25	Cancer
American Heritage	MSA NN* 27	Accident
American Heritage	MSA NP* 22	Disability Income
American Heritage	MSA NRz 31	Term Life
American Heritage	MSA NSz 32	Universal Life
American Income	MSB NM* 25	Cancer
American Income	MSB NN* 26	Health
American Income	MSB NPz 37	Dependent Life (rider)
American Income	MSB NRz 34	Term Life (rider)
American Income	MSB NSz 31	Whole Life
Conseco	MSC NT* 27	Accident
Conseco	MSC NP* 81	Accident/C-V
Conseco	MSC NS* 84	Hosp Ind/C-V
Conseco	MSC NZ* 99	*Grandfather*
Loyal American	MSF NPz 34	Ordinary Life
Protective Life	MSH NM* 80	Cancer
Protective Life	MSH NNz 29	Disability
Protective Life	MSH NPz 31	Whole Life
Protective Life	MSH NRz 30	Term Life
Protective Life	MSH NSz 32	Universal Life
American Family Life	MSI PC*/NC* 21	Hospital Indemnity
American Family Life	MSI NV* 81	Acc/Disab
American Family Life	MSI NSz 38	LifeCare, Adv, Ord
American Family Life	MSI NTz 29	Conval Care
American Family Life	MSI NUz 29	Medicare Supp
American Public Life	MSJ PA*/NA* 25	Cancer
American Public Life	MSJ PB*/NB* 20	Intensive Care
American Public Life	MSJ NM* 27	Accident
American Public Life	MSJ NRz 30	Group Term Life
American Public Life	MSJ NSz 31	Whole Life
Colonial Life & Accident	MSK PB*/NB* 78	Intensive Care

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Colonial Life & Accident	MSK PD*/ND* 76	Hosp. Income
Colonial Life & Accident	MSK NSz 77	Whole Life
Life Investors of America	MSL PC*/NC* 16	Heart
Life Investors of America	MSL NP* 82	Heart C/V
Life Investors of America	MSL NRz 30	Life
New York Life	MSN NMz 22	Disability
New York Life	MSN NPz 32	Universal Life
New York Life	MSN NSz 30	Term
Professional	MSP NM* 25	Cancer
Professional	MSP PB*/NB* 21	Hospital Income
Professional	MSP NN* 27	Accident
Professional	MSP NRz 34	Term Life
Professional	MSP NSz 30	Term
Professional	MSP NTz 32	Whole Life
Group Benefits	MSYG NM* 50	Universal Life

Attached is an updated Alpha Listing by Company Code (VC-01) and the updated Vendor/Coordinator Listing (VC-02) listing the vendors/products that have been **approved** for payroll deduction and the Flexible Benefits Plan for the 2001-2002 plan year.

OSUP will be working with OSIS to have deductions for the products being dropped automatically stopped in ISIS HR effective July 1, 2001. Agencies should not have to stop these deductions. As a result of these changes and the research on participation levels, there may be some changes that will need to be made for deductions that are being withheld under an incorrect code. The vendors will be in touch with the agencies affected. These changes must be made as soon as possible for accurate participation counts in December 2001.

Employees must be advised of these changes prior to the Flexible Benefits Plan Annual Enrollment for the 2001-2002 plan year. To assist agencies in notifying employees, OSUP has developed the attached memorandum which must be attached to the Flexible Benefits Plan Eligibility Report and distributed to each employee. The reports will be produced and distributed to agencies next week. Additionally, vendors have been notified that they are responsible for contacting employees with products being dropped from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force.

Vendors have also been advised to revise their SED-4 Payroll Deduction Authorization Form to include only those products approved effective July 1, 2001. **Until these forms are approved, agencies must be very careful not to accept SED-4 forms for deductions that are no longer approved with effective dates of July 1, 2001 or later.**

If you have any questions, please contact Paula Rotolo at (225) 342-5357 or Christi Sanchez at (225) 342-5345.

RSM:PAR:kmb

Attachments:

[VC-01 – Alpha Listing by Company Code](#)

[VC-02 – Vendor/Coordinator Listing](#)

[Letter to Employees](#)

MISCELLANEOUS DEDUCTIONS
ALPHA LISTING BY COMPANY CODE
FISCAL YEAR 2001-2002

MSC CP F/A Conseco Health Insurance Inc. 11825 N. Pennsylvania Street Carmel, Indiana 46082-4930 Gloria Tutt (225) 769-0500	MSD CP D/B+ Starmount Life Insurance Company PO Drawer 14389 Baton Rouge, LA 70898-4389 Erich Sternberg (225) 926-2888 ext. 175	MSE CP D/- Guaranty Assurance Co PO Box 40017 Baton Rouge, LA 70816 Alicia Thomas (225) 291-3172
MSF Non CP F/A Loyal American Life Insurance Co. PO Box 5418 Cincinnati, OH 45201-5418 Cathy Newbold (800) 633-6752 ext.1155	MSG CP D/B+ Guaranty Income Life Insurance Co. PO Box 2231 Baton Rouge, LA 70821 Sherry Ducote (225) 383-0355	MSI CP F/A+ American Family Life Assurance Co. 1932 Wynnton Road Columbus, GA 31999 Allyson Goodwin (706) 317-6130
MSJ CP F/B++ American Public Life Insurance Co. PO Box 925 Jackson, MS 39205-0925 Sharon Starnes (800) 256-8606 ext. 214	MSK CP F/A+ Colonial Life & Accident Insurance Co. PO Box 1365 Columbia, SC 29202 Chuck Byrd (800) 845-7330	MSL CP F/A Life Investors Insurance of America 4333 Edgewood Road NE Cedar Rapides, IA 52499 Shannon Geary (800) 322-0426 ext. 466
MSN Non CP F/A++ New York Life Insurance Company 51 Madison Avenue New York, NY 10010 Stephen Goldsmith (612) 884-4041	MSQ Non CP N/ILOC Prepaid Legal Services PO Box 145 Ada, OK 74820 Mark Riches (931) 537-2230	MSS CP N/ILOC MS of A Dent-All Plan, Inc. PO Box 1418 Tomball, TX 77377-1418 Barbara Auge (800) 999-5842

MSX = UPS Vendor for the specific company
CP or Non CP = Indicates whether company has products participating in the cafeteria plan
x1/x2 = x1= **D**-domestic insurance, **F**-foreign insurance, or **N**-non insurance
x2= Insurance Vendors - A.M. Best current rating- **A+**, **A**, **B+**, **B**, **etc.**
Or Non-insurance vendors - **CD**-Certificate of Deposit or **ILOC**-Irrevocable letter of credit

Home address of company

Name and phone number of designated coordinator

NOTE: Codes assigned EACH AUTHORIZED PRODUCT are listed on form VC-02 (03/01)

Code Product Code	Vendor Product Description	Product Code	Best Rating/Cafe Indicator Product Description	Coordinator Address/Phone
MSC	Conseco Health Insurance Inc.		F/A / CP	Gloria Tutt Post Office Box 83360 Baton Rouge, LA 70884 (225) 769-0500 (225) 769-0160 (FAX)
PA/NA 25	Cancer	NM 80	Cancer/C-V	
PB/NB 20	Intensive Care	NN 83	Intensive Care/C-V	
PD/ND 16	HeartCare	NR 82	HeartCare/C-V	
MSD	Starmount Life Insurance Company		D/B+ / CP	Erich Sternberg PO Drawer 14389 Baton Rouge, LA 70898-4389 (225) 926-2888 ext. 175 (225) 926-6292 (FAX)
PA/NA 17	Preferred Dental			
MSE	Guaranty Assurance Co		D/- / CP	Alicia Thomas PO Box 40017 Baton Rouge, LA 70835-0017 (225) 291-3172 (225) 292-3075 (FAX)
PA/NA 23	DINA Pref			
MSF	Loyal American Life Insurance Co.		F/A / Non CP	Cathy Newbold PO Box 5418 Cincinnati, OH 45201-5418 (800) 633-6752 ext.1155 (513) 412-1172 (FAX)
NMz 32	Universal Life			
MSG	Guaranty Income Life Insurance Co.		D/B+ / CP	Sherry Ducote PO Box 2231 Baton Rouge, LA 70821 (225) 383-0355 (225) 343-0047 (FAX)
PA/NA 23	Q-Dent	NMz 32	Universal Life	
MSI	American Family Life Assurance Co.		F/A+ / CP	Allyson Goodwin 1932 Wynnton Road Columbus, GA 31999 (706) 317-6130 (706) 660-7284 (FAX)
PA/NA 25	Cancer	PB/NB 20	Intensive Care	
MSJ	American Public Life Insurance Co.		F/B++ / CP	Sharon Starnes PO Box 925 Jackson, MS 39205-0925 (800) 256-8606 ext. 214 (601) 932-9011 (FAX)
PD/ND 23	Denta-Care I	PE/NE 15	Denta-Care II	
MSK	Colonial Life & Accident Insurance Co.		F/A+ / CP	Chuck Byrd Attn: Mail Stop SC 122 Columbia, SC 29202-1365 (800) 845-7330 ext. 5978 (FAX)
PA/NA 63	Cancer	NM 60	Accident	
NRz 69	Life			
MSL	Life Investors Insurance of America		F/A / CP	Shannon Geary PO Box 2260 Little Rock, AR 72203 (800) 322-0426 ext. 466 (501) 371-3109 (FAX)
PA/NA 25	Cancer	PD/ND 20	ICU	
NM 80	Cancer/C-V	NN81	Accident/C-V	
NS 83	ICU/C-V	NT 27	Accident	

Code Product Code	Vendor Product Description	Product Code	Best Rating/Cafe Indicator Product Description	Coordinator Address/Phone
MSN	New York Life Insurance Company		F/A++ / Non CP	Stephen Goldsmith
NNz 31	Emp Whole Life			PO Box 500 Minneapolis, MN 55440 (612) 884-4041 (612) 884-2477 (FAX)
MSQ	Prepaid Legal Services		N/ILOC / Non CP	Mark Riches
NM 99	Pre-Paid Legal			4660 Mirandy Rd Cookeville, TN 38506 (931) 537-2230 (931) 537-2270 (FAX)
MSS	MS of A Dent-All Plan, Inc.		N/ILOC / CP	Barbara Auge
PA/NA 23	Dental/Eye/Rx			PO Box 1418 Tomball, TX 77377-1418 (800) 999-5842 (281) 351-2786 (FAX)



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GOVERNOR

MARK C. DRENNEN
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MEMORANDUM

TO: All State Employees
FROM: The Office of State Uniform Payroll
SUBJECT: Changes in Miscellaneous Insurance Products Available for Payroll Deduction

The Office of State Uniform Payroll (OSUP) has completed the preliminary review process of all current miscellaneous insurance vendor applications. **Due to minimum participation requirements not being met, several products will no longer be available for payroll deduction effective July 1, 2001.** Vendors have been notified and will be contacting employees to set up other means of payment for these products. If you have not been contacted by your insurance company about a product being removed from payroll deduction by April 30, 2001, please contact your Employee Administration Unit for the phone number of the insurance company coordinator.

Attached is your Flexible Benefits Plan (FBP) Eligibility Report for the plan year 2001-2002. This report lists your current miscellaneous deductions that are eligible for the FBP that will continue in the next plan year. If you have a deduction for a miscellaneous insurance product that is no longer eligible for the FBP or is no longer eligible to be payroll deducted, it will not be listed on your report.

Miscellaneous Vendors/Products that will no longer be payroll deducted:

Vendor/Product	Vendor/Product
American Heritage/Cancer	American Family Life/Convalescent Care
American Heritage/Accident	American Family Life/Medicare Supplement
American Heritage/Disability Income	American Public Life/Cancer
American Heritage/Term Life	American Public Life/Intensive Care
American Heritage/Universal Life	American Public Life/Accident
American Income/Cancer	American Public Life/Group Term Life
American Income/Health	American Public Life/Whole Life
American Income/Dependent Life (rider)	Colonial Life & Accident/Intensive Care
American Income/Term Life (rider)	Colonial Life & Accident/Hospital Income
American Income/Whole Life	Colonial Life & Accident/Whole Life
Conseco/Accident	Life Investors of America/Heart
Conseco/Accident Cash Value	Life Investors of America/Heart Cash Value
Conseco/Hospital Indemnity Cash Value	Life Investors of America/Life
Conseco/*Grandfather*	New York Life/Disability
Loyal American/Ordinary Life	New York Life/Universal Life
Protective Life/Cancer	New York Life/Term
Protective Life/Disability	Professional/Cancer
Protective Life/Whole Life	Professional/Hospital Income
Protective Life/Term Life	Professional/Accident
Protective Life/Universal Life	Professional/Term Life
American Family Life/Hospital Indemnity	Professional/Term
American Family Life/Accident & Disability	Professional/Whole Life
American Family Life/LifeCare, Adv, Ord	Group Benefits/Universal Life